



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools  
Division Superintendent**

February 19, 2026

DIVISION MEMORANDUM  
No. **144**, s. 2026

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR  
SCHOOL PRINCIPAL II (SECONDARY), MEDICAL OFFICER III AND DENTIST II  
OF DEPED BOHOL**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public School District Supervisors/Acting PSDS  
Public Secondary/Elementary School Heads  
All Others Concerned

1. This Office announces the acceptance of applicants for **School Principal II (Secondary), Medical Officer III and Dentist II** positions in the Department of Education Division of Bohol and **open to all** interested and qualified applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation for the vacant position in the Division of Bohol.
2. The minimum Qualification Standard for the said position is outlined below.

<b>Position</b>	<b>Salary Grade</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
School Principal II (Secondary)	20	Master's degree in education, or Educational Management, or Educational Leadership; or Master's Degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)

Medical Officer III	21	Doctor of Medicine	None Required	None Required	RA 1080
Dentist II	17	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080

3. Interested applicants should apply online through the **RMS Portal** to generate an **Application Code**.

RMS Portal link: <http://rms.depedbohol.org/vacancies>

4. **Submission of Pertinent Documents to the SDO Bohol HRMO Office.**

Applicants must submit pertinent documents to SDO Bohol HRMO Office. These documents are essential for verifying the applicant's qualifications; Education, Training, Experience and Eligibility, and suitability for the positions applied for. Each document serves a specific purpose in evaluating the applicant's credentials and background.

\*\*\*The applicant must prepare two folders: one containing the original documents and the other containing the photocopies.

Steps:

- a. Folder cover (Profile page printout).
- b. Folder Color Coding:  
**Yellow** – Medical Officer III  
**Orange** – Dentist II  
**Green** - Secondary School Principal II
- c. Per sequence in Annex A.

5. All documents must be filed in a folder, securely fastened at the top, properly tabbed, and sequentially page numbered. A Table of Contents should be included, and the documents must be arranged in the order specified in Annex A.

6. Applications with incomplete basic requirements shall not be accepted pursuant to DepEd Order No. 7, s. 2023.


7. **Important Reminders:**

- a. No additional documents will be accepted after the deadline for applications.
- b. An Initial Evaluation Result (IER) ([www.depedbohol.org](http://www.depedbohol.org) → **Join Us** → **Initial Evaluation Result**) will be released following the assessment of the Qualification Standards (QS), notifying applicants whether they meet the qualifications or have been disqualified for the position.

8. The composition of the ranking committee responsible for conducting the Comparative Assessment for the aforementioned positions is as follows:

Chairman:	Dr. Eduardo A. Ompad
Members:	Atty. Jessie A. Fuentes
	Dr. Wilfreda O. Flor
	Dr. Renato D. Calamba
	Mr. Fermin M. Albutra
	Mrs. Judith S. Apale

9. **Online applications are open from February 23-27, 2026.** The submission of Pertinent documents is scheduled from **March 2-5, 2026.** Please ensure that the said documents are stamped "*Received*" by the Records Section.
10. Attached is the Annex A.
11. For immediate widest dissemination and guidance for all concerned.

  
**FAY C. LUAREZ EdD, PhDTM, CESO V**  
 Schools Division Superintendent

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Person w/ Disability: Yes ( ) No ( ) Specify (if Yes): \_\_\_\_\_  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements	Status of Submission (To be filled-out by the applicant)	Verification (To be filled-out by the HRMPSB)	
		Status of Submission	Remarks
a Letter of Intent <b>specifying the position applied for</b> and addressed to the Head of Office:  <b>Fay C. Luarez EdD, PhD.TM, CESO V</b> Schools Division Superintendent Office of the Schools Division Superintendent DepEd, Division of Bohol			
b Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable			
c Valid and updated PRC License/ ID, if applicable			
d Certificate of Eligibility/ Report of Rating, if applicable			
e Scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if applicable			
f Certificate/s of Training, if applicable			
g Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable			
h Latest appointment, if applicable			
i Performance Ratings in the last rating period (s) covering one (1) year performance prior to the assessment, if applicable			
j Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k Other documents as may be required for comparative assessment, such as but not limited to:  Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering the Oath